

## CM037a - IF402NJ - CAMA Vendors to PAMS Interface

### 1 Introduction / Background

Some municipalities will continue to use outside vendors for their CAMA system. The assessments and square feet of the building need to be loaded to PAMS from the outside vendors. This BRD will describe the interface for this process.

#### 1.1 Document Cross References

CM037a - Provide the ability to import data into PAMS from local CAMA systems.

#### 1.2 Terminology

#### 1.3 Process Description

The vendors will create a file containing the fields to be loaded to PAMS. It is anticipated that this process will take place once a year in order to produce the Tax List from PAMS. Changes required to values during the restricted file period will be entered by the Tax Administrators directly into PAMS. The format of the file is detailed in Section 2.3 of this BRD.

The file from the CAMA vendors must be moved into the secure tier in the PAMS Garden State Network environment for loading to the PAMS database. They can be transferred using a product such as Tumbleweed or an FTP protocol initiated directly from the New Jersey portal. The transfer procedures will be determined by the State.

The IF402NJ program will be run from the PAMS batch report transaction to import the data into a PAMS temporary table (TEMP\_IF402NJ) using Oracle SQL\*Loader. The process will then load the data to the proper columns in PAMS and produce an output report.

### 2 Functional Requirements

#### 2.1 Security and Versioning Considerations

Permission to run the IF402NJ program will be determined by role.

The APRVAL (Appraised Values) table versions so existing data will be stored in the APRVAL\_HIST table.

The LEGDAT (Parcel Legal Data) table versions so existing data will be stored in the LEGDAT\_HIST table.

## 2.2 Parameters/Selection Criteria

### Frequency

How often?	Batch, by request	Batch, scheduled	On demand
Daily			
Weekly			
Monthly			
Quarterly			
Annually	X		
As needed	X		
Other (describe) Can be run as needed.			

### Selection Options

Selection Data	Description	Default	Set as On-line Parameter (Yes/No)	Required (Yes/No)
Jur	County/Municipality code	Global jur	Yes	Yes
Munis	Municipality – load ALL munis on the file or just one. Enter muni JUR if only one. Munis must be in the same county.	Null	Yes	Yes
File Name	File name of the vendor file that is to be loaded	Null	Yes	Yes

### Report Sort Options

Sort Data	Description	Default	Set as Parameter (Yes/No)	Required (Yes/No)
N/A				

### Processing Options

Option	Description	Default	Set as Parameter (Yes/No)	Required (Yes/No)

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Option	Description	Default	Set as Parameter (Yes/No)	Required (Yes/No)
Exclude Class 15	YES/NO - Allows the user to exclude PAMS Class 15x line items from the error listing of line items not on the import file.	NO	Yes	No
Exclude Class 5 & 6	YES/NO - Allows the user to exclude PAMS class 5x and class 6x line items from the error listing of line items not on the import file.	YES	Yes	No
Exclude Class 3b	YES/NO – Allows the user to exclude PAMS class 3b ag line items from the error listing of line items not on the import file.	YES	Yes	No

**Break and Total Options**

Break Level	Description	Break	Page Break	Totals
Jurisdiction	County/municipality code	Yes	Yes	Yes (counts of line items updated)

**Layout and Print Options**

Page Size		Orientation		Margins		Printer Type	
8 ½ x 11	X	Portrait		Top	3/8"	Laser Printer	X
8 ½ x 14		Landscape	X	Bottom	3/8"	Line Printer	
Other				Left	3/8"	Mainframe	
{ specify size }				Right	3/8"		

Letterhead		Header		Footer		Pre-defined Layout	
Yes		Yes	X	Yes	X	Yes	
No	X	No		No		No	X

Report Output Type		Labels		Extract file			
.lis		Yes		Yes		Fixed length	
.pdf	X	No	X	No	X		
Other		Optional (set		Optional (set			

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Report Output Type	Labels	Extract file	
(specify)	parameter)	parameter)	

**Output Requirements (check one or more):**

- ☒ Output must be viewable on-line (PDF)
- ☐ Output must be printable (Formatted)
- ☐ Output must be written to a file (Data only, comma or space delimited)
- delivery to 3<sup>rd</sup>-party vendor or
  - download to Excel
- ☐ Output must include Mailing Labels
- ☐ printable (Formatted)
  - ☐ written to a file (Data only, comma or space delimited) for
    - delivery to 3<sup>rd</sup>-party vendor or

**Additional or Other Requirements:**

Signatures Required? No

If Yes, how many, Titles:

Certified Form, Notice or Report? No

Retention Period: None

Statute: None

## **2.3 Sources of Information**

The source information will be files submitted by the CAMA vendors. The table in Figure 1 below lists the data that is required for the interface and also specifies in what table and column the data will be stored in the PAMS database.

PAMS uses a unique Parcel Key for each parcel that does not change if the Block/Lot/Qualifier changes because of remapping. The Parcel Key will be used to match the data in the file to PAMS. Vendors will need to add the Parcel Key to their databases. This would be a one time update and the file could be created using Discoverer.

Block/Lot/Qualifier:

The Sortkey is an expanded version of the Block/Lot/Qualifier. The rules for reformatting are:

Block/Block Suffix:

Leading zeroes are added to the Block to a length of five. If there is a block suffix, the program adds leading spaces to a length of four. If the block suffix is two numeric characters, and the first character is 0, the 0 must be entered. Only the spaces are assumed.

Lot/Lot Suffix:

Leading zeroes are added to the Lot to a length of five. If there is a lot suffix, the program adds leading spaces to a length of four. If the lot suffix is two numeric characters, and the first character is 0, the 0 must be entered. Only the spaces are assumed.

Qualifier:

The ward (Wnn), sector (Snn), billboard (Bnn) or cell tower (Tnn) will go in the first three characters, the QFARM (Qnnnn), condos (Cnnnn), mobile homes (Mnnnn), bldg (BLDG), and lot (LOT) entries will go in the next five characters, the exempt (X), wetlands (L) and coastal zone (Z) will go in the ninth character, and the flood plain (FP), pine land (PL), Hackensack Meadowland (HM), highlands (HL) etc. designations will go in the 10<sup>th</sup> and 11<sup>th</sup> characters.

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Column	Data Type	Starting Position	Ending Position	Column Size	PAMS Table / Column	Comments
COUNTY/DISTRICT NUMBER	C	1	4	4	KEY	County / District Number
SORT KEY (BLK/LOT/QUAL)	C	5	33	29	KEY	Expanded block, lot, qualifier (must match PAMS) 00010 00001 QFARM
PARCEL KEY	C	34	41	8	KEY	PAMS unique parcel key
TAX YEAR	N	42	45	4	KEY	Tax Year of Data
LAND ASMT	N	46	57	10	APRVAL.REVLAND	Appraised value of land before abatements or exemptions. No commas.
IMPROV ASMT	N	58	69	10	APRVAL.REVBLDG	Appraised value of improvements before abatements or exemptions. No commas.
TOTAL ASMT	N	70	81	10	APRVAL.REVTOT	Total Land and Improvement appraised values. No commas.
SQFT	N	82	91	10	LEGDAT.USER15	Total square feet of buildings

**Figure 1 Vendor CAMA Interface File Layout**

There are several columns that will be updated with information not contained in the file from the vendor:

PAMS Table	PAMS Column	Data	Comment
APRVAL	WHO	Username	Name of user running program
APRVAL	WEN	System date/time	Date/time of update
APRVAL	REVCODE	'3'	'3' to designate that these are override values
APRVAL	REASCD	Code for "updated from CAMA vendor" to be defined	Reason for change of values
APRVAL	WHOCALC	'IF402NJ'	Program name
APRVAL	WENCALC	System date/time	Date/time of update
LEGDAT	WHO	Username	Name of user running program
LEGDAT	WEN	System date/time	Date/time of update
LEGDAT	PROCNAME	'IF402NJ'	Program name
LEGDAT	PROCDATE	System date/time	Date/time of update

**Figure 2 Additional Columns Updated**

## 2.4 Database Requirements

The IF402NJ program will load the vendor data from the interface file into a temporary table (TEMP\_IF402NJ) using SQL\*Loader before updating PAMS.

### Database Access

Table / Index / View	Type	Access Type	Comments
APRVAL	Table	Update	Appraised values table
LEGDDAT	Table	Update	Legal data table
TEMP_IF402NJ	Temporary Table	Update	

## **2.5 Offline Processing Requirements**

Not applicable.

## **2.6 Outputs Generated**

A report will be generated by the IF402NJ program that will list totals for the assessment amounts updated and counts of line items updated. Errors will be listed for parcels that are not found in PAMS but are on the interface file or that are in PAMS and are not on the interface file. If more than one municipality is loaded at a time, the report will break and total on municipality. The format of the output report is in Figure 3.

Parameters can be set when running the process that will allow the user to optionally exclude line items from specific classes from the output report. For instance, since class 3b farm land parcels will be calculated in PAMS for all municipalities, the user probably will not want to see a list of all class 3b line items that are not updated by the interface.



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PAMS Report: IF402NJ		CAMA Vendor to PAMS Interface Output Report	Page 1 of 9,999
Date: MM/DD/YY		Municipality of Sample	
Time: HH:MM:SS		Tax Year Updated: YYYY	
<b>Report Parameters:</b>			
Muni - ALL			
Exclude Class 15 from error list: YES			
Exclude Class 3b from error list: YES			
Exclude Class 5x & 6x from error list: YES			
<u>Property ID</u>	<u>Parcel Key</u>	<u>Error</u>	<u>Total Value</u>
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXX	Line item on import file, not on PAMS	999,999,999
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXX	Line item on PAMS, not on import file	
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXX	Line item on PAMS, not on import file	
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXX	Line item on PAMS, not on import file	
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXX	Line item on import file, not on PAMS	999,999,999
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXX	Line item on import file, not on PAMS	999,999,999
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXX	Line item on import file, not on PAMS	999,999,999
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXX	Line item on import file, not on PAMS	999,999,999
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXX	Line item on import file, not on PAMS	999,999,999
Total Count of Parcels Updated:		999,999	
Total Count / Amount of Parcels Not Updated:		3	999,999,999,999

Figure 3 IF402NJ Report Layout

### **3 Future Requirements**

Not applicable.

### **4 Relationship to Other Processes**

Not applicable.

### **5 Implementation Notes**

The IF402NJ process needs to be defined in the reports tables.

### **6 Documentation Requirements**

A run guide will be created for this process.

### **7 Impact on Existing Implementations**

Not applicable.

### **8 Use Case Scenarios**

Case 1: Access a vendor created extract file. Run the IF402NJ process to load the data to PAMS and generate the output report.

## **9 Q & A**

Q1. Do we need to list all data that was updated on the output report or just errors and counts of parcels updated and use Discoverer to report details?

A1. Just mismatches, errors and counts.

Q2. Will this ever be run by the TA or State for multiple municipalities? Do we need to require the vendors to create multiple files or program so that only the jur running the process will be loaded from a larger (Countywide?) file?

A2. NO

Q3. We will need to have a naming convention so that Tumbleweed and IF402NJ know which file to get. How will Tumbleweed be set up to do this?

A3.

## Approvals

Signature	Title	Approval Date

## Revision History

Date	Author	Description
03/01/07	Nancy Peckinpaugh	Document creation
03/22/07	Nancy Peckinpaugh	Updated as a result of PAMS meeting 3/6/07.
04/24/07	Nancy Peckinpaugh	Added sortkey formatting instructions
08/17/07	Nancy Peckinpaugh	Modified as per Mark G

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